



Please reply to:

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9th April 2018

Dear Member,

Annual General Meeting – Monday 4th June 2018

The Annual General Meeting will be held at the Clubhouse 7.00pm for 7.30pm on **Monday 4th June 2018** with the following Agenda:

1. Apologies for absence
2. Adoption of minutes of 2017 AGM
3. Matters Arising
 - a. Update on tenure agreement with Caterham School
 - b. Ongoing negotiations with Caterham School on issues with the Pavilion
4. Reports
 - Chairman
 - President
 - Director of Rugby
 - Club Captain
 - Women's Captain
 - Treasurer
 - Minis/Youth Manager
 - Academy
5. Election of Officers
6. Announcement of Awards
7. Any other business

Please let me have any further agenda items by 4th May 2018.

If you would like to nominate any members for Club offices, please **complete the attached nomination form** and return it to me by **4th May 2018**. We rarely receive nominations other than those which are submitted by the committee. However it is your Club and it is open to everyone to make a nomination. Nominations must only be made with the consent of the nominee. We particularly look for nominations for Vice Presidents from members who would like to see someone who has given long and unselfish service to the Club rewarded in this way.

Please make every effort to attend the AGM. If you are unable to do so please be sure to register your postal vote or empower another member to vote on your behalf by completing the proxy voting form and return it to me before the meeting. It is important that any decisions made at this meeting represent the wishes of the active membership, not just the proportion who are free to attend the AGM

I cannot accept postal votes in any form other than on the enclosed documents, duly signed and witnessed. The exception to this is by e-mail, providing that the communication comes from your personal e-mail address, which is suitably secured.

Members who are in default of subscriptions shall not be permitted to make nominations, stand for office or vote.

Yours sincerely,

Jill Baker

Hon Sec

Election of Officers

The following officers stand for re-election:

President

–

William Broadhead

Hon Sec and Registrar	–	Jill Baker
Treasurer	–	Ali Bownas
1 st XV Captain	–	Ben Davison
2 nd XV Captain	–	David Pedrick
Ladies Captain	–	Aimie Davies
Vets Captain	–	Nick Mogridge
Team Secretary	–	Aaron Stevens
Youth Manager	–	Tony Christian
Mini's Manager	–	Paul Davies
Fixture Secretary	–	Martin Corbett
Non-Playing Membership Secretary	–	Steve Hanks
School Liaison Officer	–	Tom Howes

The following officer stands for re-appointment by the committee:

Director of Rugby	–	Paul Loader
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The following committee posts are open for nominations:

Chairman
Safeguarding Officer
Social Committee
Communications Manager
Playing Membership Secretary
Commercial Manager (Sponsorship and Business Members)
Recruitment Manager
Database Manager

Honorary (Life) Vice Presidents – Existing plus new nominations

OCRFC Nomination Form – Please return to Jill Baker by 4th May 2018

Office	Nominee	Proposed by	Seconded by

* OCRFC – Postal/proxy vote. Please return to Jill Baker by 4th May 2018

Or

OCRFC Proxy Voting Form

*I wish _____ to register votes on my behalf

(*Insert name of the Member or Title of Officer (e.g. Chairman, Secretary, etc. that you wish to vote on your behalf)

Signed _____

Witness _____

Print name _____

Print name _____

Date _____